



## Environmental Education and Watershed Coordinator

*This is a combined position with The Watershed Project and SPAWNERS, with significant overlap in job duties. 60% of this job is with The Watershed Project, with the majority of the work in Environmental and Public Education activities. 40% is devoted to SPAWNERS watershed coordination including administration, public outreach, and field work. The Watershed Project is the fiscal sponsor for SPAWNERS, however SPAWNERS works independently. The Watershed Project will be the main contracting entity for this position.*

### About The Watershed Project

The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

### About SPAWNERS

SPAWNERS (San Pablo Watershed Neighbors Education and Restoration Society) is a grassroots volunteer group whose mission is to protect the San Pablo Creek Watershed and inspire community appreciation and stewardship through advocacy, education, and habitat restoration. SPAWNERS leads community activities including trash cleanups, invasive plant removal, water quality and creek health monitoring, students workshops, and special events such as nature walks, public talks, and Earth Day celebrations.

### Position Overview

The primary responsibilities of the Environmental Education and Watershed Coordinator are to lead the Environmental Education portion of this position to advance both TWP and SPAWNERS' missions by educating community members of all ages through K-12 programming and community events. Additionally, this position will lead the implementation of SPAWNERS annual work plan and to further its mission in the San Pablo Creek Watershed. Under the direction of the Education Manager and in collaboration with the Lead Educator, this position advances watershed education through in-class lessons, outdoor field trips, community events, and teacher trainings. The ideal candidate is experienced in outdoor education and with K-12 students.

### Responsibilities

Responsibilities may include, but are not limited to:

#### *Public Education:*

- Lead or assist with public education activities at events such as community festivals, tabling events, and others.
- Prepare and deliver in-class lessons and outdoor field trips with K-12 students.
- Support K-12 and general public education curriculum development.
- Coordinate education program schedule with teachers and program partners.
- Engage in program quality assessments and evaluations.
- Prepare and deliver teacher trainings.
- Assist with content for TWP and SPAWNERS' social media accounts (Instagram and Facebook) and work alongside program staff and development teams to promote programs, events, and other content.
- Occasionally write articles for newsletters.
- Assist with planning and leading events such as MLK Day, Earth Day, Coastal Cleanup Day, volunteer workdays, and other community events. Provide education content for said events.



### *Administrative*

- Provide administrative support to the SPAWNERS Steering Committee.
- Organize and lead monthly Steering Committee meetings.
- Serve as the primary point of contact for communications with county and city officials, the general public, and any others.
- Organize public workshops, speaker events, and nature walks.
- Write, edit, and coordinate production of written materials including newsletters, flyers, etc.
- Update SPAWNERS website as needed.
- Work with the Steering Committee to develop membership and volunteer recruitment strategies.
- Outreach to schools and other educational organizations to involve students in our programs.
- Fundraise for the program and specific projects by writing grant requests and soliciting donations.

### *Field Work*

- Conduct monthly water quality surveys at four sites in El Sobrante, CA and track our data.
- Support occasional Saturday volunteer restoration work days.

### **Desired Qualifications**

The ideal candidate will possess some of the following knowledge, skills, and experience:

- Experience in project management, community outreach, environmental education, garden education, and grant writing.
- Experience working with diverse communities.
- Formal or informal experience in outdoor and/or classroom education.
- A background in watershed issues, including familiarity with water quality testing protocols.
- Academic training and/or experience in watershed ecology.
- Be comfortable working independently.
- Be proficient with standard office computer programs (knowledge of WordPress, Mailchimp, and Salesforce is a plus).
- Demonstrated commitment to environmental education.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- Values JEDIA and demonstrates a commitment to growth in these values.
- Bachelor's degree in a related field is a plus.

### **Physical Requirements and Work Environment**

- Located in/near Contra Costa County, and have reliable transportation.
- Work is preformed in an office and outdoor setting. Primary office is located at the Richmond Field Station in Richmond, CA, with program locations across Richmond, El Sobrante, San Pablo, Oakland, and San Francisco.
- Fingerprinting and TB test required after hire.
- A valid California Driver's license is required.
- Regularly sits at a computer station and operates electronic equipment 4 to 8 hours a day.
- Work involves walking on uneven or muddy terrain and climbing creek banks. Work requires squatting and kneeling.
- Frequently lifts, carries, and positions objects weighing up to 25 pounds.
- CPR and First Aid certification is a plus.

### **Physical Requirements and Work Environment**



Work activities are split between office work at The Watershed Project headquarters, located on the Richmond Field Station (a satellite campus of UC Berkeley on the bay in Richmond), remote work on administrative tasks, and field work at project sites in the communities we serve.

The Watershed Project is an equal opportunity employer that strives to recruit a diverse workforce and provide an equitable and inclusive workplace for all. We strongly encourage people with a variety of backgrounds and lived experiences to apply and thrive within our growing team. We seek qualified and passionate individuals regardless of age, ancestry, color, creed, cultural background, ethnicity, gender identity or expression, marital status, military obligations, national origin, parental status, physical ability, race, religion, sexual orientation, socioeconomic status, or veteran status.

### **Compensation**

This is a full-time, Salary Non-Exempt position with a salary of \$52,000 per year. This position is split 60% with The Watershed Project and 40% with SPAWNERS. The Watershed Project offers an excellent benefits package which includes medical, dental, vacation, sick leave and 403(b) retirement plan.

### **To Apply**

Please email a resume and cover letter, describing your interest and experience relevant to this position, to [jobs@thewatershedproject.org](mailto:jobs@thewatershedproject.org) and include "Environmental Education and Watershed Coordinator" in the subject line.

**Applications received by Wednesday, July 10 will be prioritized for review**, although we will keep the position open until filled. We hope our new team members will start in August, but this timeline is flexible based on mutual availability. Please return to this page for up-to-date information.